

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Travel Reduction Plan

FROM:

DDA  
7D-18 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDCI  
7D-60 Hqs.

m/s m/s

8

1 and 3:

We have prepared and forwarded herewith an executive summary outlining specific points in our proposed travel reduction plan for your convenience.

2.

3. DCI  
7D-60 Hqs.Rec'd  
16 Dec 81

4.

5.

6.

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11.

12.

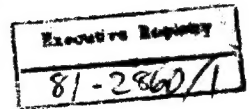
13.

14.

15.

PD/A REGISTRY  
FILE: Travel - (642)

DD/A 81-2426/12



MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

STAT FROM:   
Deputy Director for Administration

SUBJECT: Travel Reduction Plan

REFERENCE: Memo to DDA from DCI, dtd 19 Nov 81, same Subject

1. One of the most critical factors in any travel reduction plan is the reinforcement of the responsibilities of Agency officials who authorize and approve travel. I have, therefore, attached a proposed Headquarters Notice which, among other things, reemphasizes the scrutiny required in the approval of official travel.

2. Since our employees frequently travel under official cover, any cost saving measures practiced by the cover organization would, in most instances, be also adhered to by Agency employees provided that our mission requirements are met.

3. In addition to the above actions, I propose that the following steps be pursued as part of our travel reduction plan:

a. A renewed emphasis on the use of Agency and government regularly scheduled transportation in traveling to/from Agency facilities. Use of employees' privately owned vehicles or the special scheduling of Agency/government transportation will be permitted on a very limited basis when more advantageous to the government.

b. Restrict the number of participants traveling to meetings and conferences at government expense to the absolute minimum.

c. Where feasible, combine different missions into single trips.

d. Reduce the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.

e. Continue to make maximum use of Government Transportation Requests (GTR) whenever possible to take advantage of GSA city-pair contract service agreements. (A GTR is a document which authorizes the airlines to issue tickets to government employees; the GSA city-pair agreement is a government-wide program which provides for reduced travel rates between specific cities--we saved approximately \$1 million in the first year we participated in this program.)

f. If the Intelligence Authorization Bill permits, allow the Agency to use commercial travel agency services where feasible to realize additional discounts not available through regular channels or from GSA contracts (or where cover precludes use of GSA channels).

g. Adopt a single subsistence reimbursement system for all domestic travel which utilizes lower flat rate per diem schedules rather than higher actual rates to reduce costs and to streamline voucher processing.

h. Pursue the installation of a computer-assisted airline reservation and ticketing capability with the Central Processing Branch which will enhance the Agency's ability to take advantage of all available discount air fares. (While we anticipate that dramatic savings will be achieved with this item, there are cover and security liabilities that must be resolved.)

i. Review all blanket travel authorizations and cancel those which are not required.

4. Although it is somewhat premature to discuss at this time, we are about to embark on a study which will examine the use of commuted rate travel procedures. This could be a cost effective system which does not require itemized accounting; it is currently being used for PCS assignments abroad. We are looking into the feasibility of extending it for domestic PCS and domestic/foreign TDY travel.

5. While we have included a number of cost saving travel features in this plan, the most fundamental decision affecting the magnitude of travel expenditures is the decision to travel. Consequently, the last paragraph of the proposed Headquarters Notice on this subject cautions Agency officials to ensure that the official travel in question is indeed necessary.

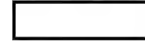


STAT

Attachments

cc: Comptroller

TRAVEL



STAT

## REDUCTION OF TRAVEL COSTS

1. The President has instructed the Cabinet officials to reduce the travel costs of the government to the essential minimum. The Administration policy is that agencies should authorize that amount of travel necessary to accomplish the purposes of the government effectively at minimum cost. This policy is applicable not only to travel of government employees but to travel of others, such as contractors, project personnel, and consultants whose travel expenses are directly reflected in the amounts paid by the government.

2. Deputy Directors and Operating Officials shall ensure that nonessential travel is eliminated and travel costs minimized by:

a. Reviewing all blanket travel authorizations and canceling those which are not required.

b. Minimize the number of participants attending conferences, meetings, and seminars which require travel at government expense.

c. Ensure fullest use of Agency and government regularly scheduled transportation in traveling to/from Agency facilities. Use of employees' privately owned vehicles or the special scheduling of Agency/government transportation will be permitted on a very limited basis when more advantageous to the government.

d. In the case of contractors whose travel costs are directly reflected in the price paid by the government, conduct a special review of contract provisions and procedures, followed by necessary action to see that travel is held to that which is essential and that the cost of such travel is minimized.

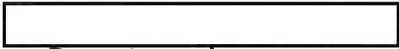
e. Ensuring that travel authorizations limit the amount authorized for excess baggage commensurate with the duration and purpose of the travel and that the excess baggage authorized is not provided merely to permit transportation of personal items acquired during travel.

f. Where feasible, combining different missions into single trips.

g. Reducing the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.

h. Using Government Transportation Requests (GTR) whenever possible to take advantage of GSA city-pair contract service agreements.

3. Agency officials who have the responsibility to authorize and approve travel are reminded that they should ensure that the official travel in question is necessary, that it meets the Agency's mission requirements, and that it is conducted by the most economical means possible to carry out the requirements of the trip.

  
Deputy Director  
for  
Administration

STAT

DISTRIBUTION: AB

SUBJECT: Travel Reduction Plan

Distribution:

- 0 - DCI
- 1 - DDCI
- 1 - ER
- 1 - COMPT

Summary - Travel Reduction Plan

- a. Reemphasize responsibilities of Agency officials who authorize/approve travel.
- b. Review all blanket travel authorizations and cancel those which are not required.
- c. Where feasible, combine different missions into single trips.
- d. Reduce the number of domestic and foreign TDY trips by extending the length of trips to include more locations if this would prove to be more economical.
- e. Continue to make maximum use of Government Transportation Requests (GTR) to take advantage of GSA city-pair contract service agreements.
- f. Use commercial travel agency services where feasible (if Intelligence Authorization Bill permits).
- g. Adopt single subsistence reimbursement system with flat rate per diem schedule vice actual costs.
- h. Pursue installation of computer-assisted airline ticketing capability.
- i. Study extended utilization of commuted rate travel system to include PCS and TDY travel within the U.S. and for foreign TDY travel.



Date

**ROUTING AND TRANSMITTAL SLIP**

Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100015-5

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EO/DDA</i>	<i>AK</i>	<i>22 DEC 1981</i>
2.		
3. <i>A/DDA</i>	<i>H</i>	<i>12-27</i>
4.		
5. <i>Registry - file pls.</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*Bill of no made annual memo editorial chgs to the proposed HAI & sent on to LCD for coordination + they will return to me for approval. SSA (and the Travel Policy Committee) will follow through on items 3 of, 8, and 11.*

*John*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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